

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 11/20/2020 7:11:28 PM
To: Starfield, Lawrence [Starfield.Lawrence@epa.gov]; DeLeon, Rafael [Deleon.Rafael@epa.gov]
CC: Badalamente, Mark [Badalamente.Mark@epa.gov]
Subject: RE: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)

Excellent! Especially because we won't get responses until then anyway 😊

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
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milton.laura@epa.gov

From: Starfield, Lawrence <Starfield.Lawrence@epa.gov>
Sent: Friday, November 20, 2020 2:05 PM
To: Milton, Laura <Milton.Laura@epa.gov>; DeLeon, Rafael <Deleon.Rafael@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)

Mara announced that the updated deadline is Dec 4, not Nov. 27.

Larry

From: Milton, Laura <Milton.Laura@epa.gov>
Sent: Thursday, November 19, 2020 5:00 PM
To: Starfield, Lawrence <Starfield.Lawrence@epa.gov>; DeLeon, Rafael <Deleon.Rafael@epa.gov>
Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>
Subject: RE: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)

Sorry, I sent my message simultaneously to yours. I'll collect and create the forms/add materials to the teams site if we have any to report. Last month, Mara indicated that activities such as SEPM listening sessions would need to be included but that was pending further OPM guidance. I don't think they received additional guidance. Was there any discussion with the DAAs?

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From: Starfield, Lawrence <Starfield.Lawrence@epa.gov>

Sent: Thursday, November 19, 2020 4:55 PM

To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>

Cc: Badalamente, Mark <Badalamente.Mark@epa.gov>; Mazakas, Pam <Mazakas.Pam@epa.gov>; Koslow, Karin <Koslow.Karin@epa.gov>

Subject: FW: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)

Importance: High

Rafael and Laura,

Please prepare a response for us. I believe that we don't have any formal training plans in the works, but let me know if that's not accurate. In any case, let's let Susan know before we submit our response. Thanks.

Larry

From: OHR DIRECTOR <OHR_DIRECTOR@epa.gov>

Sent: Thursday, November 19, 2020 4:35 PM

To: Leadership_Deputy_Regional_Administrators <Leadership_Deputy_Regional_Administrators@epa.gov>;

Leadership_Deputy_Assistant_Administrators <Leadership_Deputy_Assistant_Administrators@epa.gov>

Cc: Regional Mission Support Division - Directors <Regional_Mission_Support_Division_Directors@epa.gov>; RHRO <RHRO@epa.gov>; OMS-ARM-OHR-PMOs <OMS-ARM-OHR-PMOs@epa.gov>; EEO Officers <EEO_Officers@epa.gov>

Subject: Action: Request for FY21 & FY22 Diversity & Inclusion Training Materials (Due 11/27/20)

Importance: High



Colleagues,

On September 22, 2020, President Trump issued [Executive Order 13950](#) combatting race and sex stereotyping. This order requires federal agencies to "submit copies of any training, workshop, or similar programing having to do with diversity and inclusion as well as information about the duration, frequency, and expense of such activities."

Additional guidance provided in OPM's memorandum "[Mandatory Review of Employee Training under E.O. 13950 September 22, 2020](#)" states:

The Executive Order applies to all diversity and inclusion training programs, including programs developed prior to the issuance of this Executive Order, as well as new programs that may be proposed or established after September 22, 2020. Coverage includes, but is not limited to, all training that is paid for with Federal funds or that Federal employees are required or permitted to view, listen to, or participate in while on Government-paid time. Included is training that is conducted or led by Government employees; training that is conducted or led by contractors or others; live training sessions conducted in person or by any electronic means, whether telephonic or video; materials posted on any Federal agency's public-facing or internal Internet or Intranet sites; and, written or video materials or other content that have been produced or procured

with Federal funds and that are available to the general public or that Federal employees are required or permitted to read or view.

The Office of Human Resources will submit a single request to OPM on behalf of the U.S. Environmental Protection Agency. **By November 27, 2020**, please provide an overarching diversity and inclusion training plan for your organization covering FY2021 and FY2022. In this plan, include information about each diversity and inclusion training topic and title, vendor, instructor, cost and scheduled offering.

For planned training activities complete this [form](#) and for each planned training activity upload the following materials in an electronic document format (not a link) to the [D&I Training Community Teams](#) site (request access to site prior to loading documents):

- Course agenda
- Instructor guide
- Participant guides
- PowerPoint slides
- Any additional materials or handouts (including links to web-based course previews or other web-based content).

We understand vendors may have concerns about the proprietary nature of their materials. Please assure them the materials will be used for review purposes to ensure adherence to EO 13950 only.

Each agency is required to identify a senior political official to serve as a point of contact for OPM. For EPA, this is Dave Zeckman. Once all training materials are gathered, the single agency package will be submitted to OPM for review. OPM will evaluate packages on a “first in and first out” basis and will assess each training for compliance with the Executive Order. Any training arising after the EPA package is submitted should be sent to Claire Milam. Claire will work with Dave to determine if the new training is covered by the Executive Order and arranging for OPM assessment as needed.

Please direct any questions to Claire Milam, Acting Chief, Training Branch at 202-564-7582 or milam.claire@epa.gov.